

ROUTING AND TRANSMITTAL SLIP		Date
		3 SEP 1987
TO: (Name, office symbol, room number, building, Agency/Post)		Initials Date
1. DD/ms		SEP 1987
2. B/ms		SEP 1987
3. EX A/L/11 - F YL		SEP 1987
4. ADDA		SEP 1987
5. ODA/Registry		SEP 1987
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
EHPmo	Phone No.

87-1994X

28 August 1987

MEMORANDUM FOR: Director of Logistics

FROM:

Chairman, Agency Occupational Safety and Health Committee

SUBJECT: Old Headquarters Building Renovations

1. The Agency Occupational Safety and Health Committee wishes to request that consideration be given to the following items in the proposed renovations in the Old Headquarters Building when areas are vacated:

a. The provision of inlet and outlet ventilation ducts in private offices to permit increased flexibility in assigning rooms to smokers and nonsmokers.

b. The establishment of a few strategically located smoking lounges that have the room air vented to the outside.

2. Thank you for your consideration of the above items.

cc: D/MS
DD/MS
C/FMD/OL